


<b>INVITATION TO BID ADDENDUM</b>				BIDS WILL BE PUBLICLY OPENED:  <div style="text-align: center; font-size: 1.2em; font-weight: bold;"> <b>APR 15, 2010      10:00 AM</b> </div>																											
STATE OF LOUISIANA  DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		PURCHASING AGENCY NO. : 107001																													
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2238899 <b>FILE NO. :</b> R426570 <b>OPENING DATE :</b> 04/15/10  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px;">           =====&gt; <b>VENDOR NAME AND ADDRESS</b> </div> </div>		<b>RETURN BID TO</b>  <div style="text-align: right; margin-right: 50px;">           10:00 AM            R426570         </div> <div style="margin-top: 10px;"> <b>2238899      04/15/10</b> </div> <div style="margin-top: 10px;"> <b>OFFICE OF STATE PURCHASING          OFFICE OF STATE PURCHASING          POST OFFICE BOX 94095          BATON ROUGE, LA 70804-9095</b> </div> <div style="margin-top: 20px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">BUYER</td> <td style="width: 40%;">: CAROLYN THURSTON, CPPB</td> </tr> <tr> <td>BUYER PHONE</td> <td>: (225) 342-8048</td> </tr> <tr> <td>DATE ISSUED</td> <td>: 03/17/10</td> </tr> <tr> <td>REQ. AGENCY</td> <td>: 107110</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>DIVISION OF ADMINISTRATION</b></td> </tr> <tr> <td>AGENCY REQ. NO.</td> <td>: </td> </tr> <tr> <td>ISIS REQ. NO.</td> <td>: 1330797</td> </tr> <tr> <td>VENDOR PHONE</td> <td>: </td> </tr> <tr> <td>FISCAL YEAR</td> <td>: 11</td> </tr> <tr> <td>CLASS/SUBCLASS</td> <td>: 91568</td> </tr> <tr> <td>SCHEDULED BEGIN DATE</td> <td>: 00/00/00</td> </tr> <tr> <td>SCHEDULED END DATE</td> <td>: 00/00/00</td> </tr> <tr> <td>T-NUMBER</td> <td>: </td> </tr> </table> </div>				BUYER	: CAROLYN THURSTON, CPPB	BUYER PHONE	: (225) 342-8048	DATE ISSUED	: 03/17/10	REQ. AGENCY	: 107110	<b>DIVISION OF ADMINISTRATION</b>		AGENCY REQ. NO.	:	ISIS REQ. NO.	: 1330797	VENDOR PHONE	:	FISCAL YEAR	: 11	CLASS/SUBCLASS	: 91568	SCHEDULED BEGIN DATE	: 00/00/00	SCHEDULED END DATE	: 00/00/00	T-NUMBER	:
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<div style="display: flex; justify-content: space-between;"> <span>&lt;-FOLD</span> <div style="text-align: center; flex-grow: 1;"> <b>FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</b> </div> </div>																															
MICROFICHE SERVICES FOR THE OFFICE OF STATEWIDE REPORTING																															
SPECIFICATION CHANGES & VENDORS' INQUIRIES & STATE'S RESPONSES.  ADDENDUM 2 APRIL 9, 2010  YOUR REFERENCE IS DIRECTED TO FILE NUMBER R426570 SOLICITATION NUMBER 2238899 FOR MICROFICHE SERVICES FOR THE OFFICE OF STATEWIDE REPORTING WHICH IS SCHEDULED TO OPEN AT 10:00 A.M. ON APRIL 15, 2010.  THE FOLLOWING CHANGES HAVE BEEN MADE TO THE REFERENCED SOLICITATION:  REFERENCE: PAGE 7; 2.0 SCHEDULE OF SERVICES 2.1 TURNAROUND TIME (NOW READS): TURNAROUND TIME SHALL BE FIFTEEN (15) WORKING DAYS. THE FINISHED PRODUCT SHALL BE SENT TO OSRAP WITHIN FIFTEEN (15) WORKING DAYS FROM THE RECEIPT OF THE FTP FILES. WEEKENDS AND LEGAL HOLIDAYS SHALL NOT BE CONSIDERED WORKING DAYS.																															
2.1 TURNAROUND TIME CHANGED TO READ: 2.1 THE FILE WILL BE SENT ELECTRONICALLY VIA FTP. THERE WILL BE 12 MONTHLY FILES SENT TO THE VENDOR BEFORE THE 10TH OF EACH MONTH. TWO (2) SPECIAL FILES WILL BE SENT ANNUALLY, APPROXIMATELY THE 3RD WEEK OF AUGUST AND SEPTEMBER, RESPECTIVELY. THERE WILL BE A TOTAL OF 14 MONTHLY FILES. SUCCESSFUL VENDOR WILL INCUR THE EXPENSE OF SENDING THE FICHE TO OSRAP. TURNAROUND TIME SHALL BE FIFTEEN (15) WORKING DAYS. THE FINISHED PRODUCT SHALL BE SENT TO OSRAP WITHIN FIFTEEN (15) WORKING DAYS FROM THE RECEIPT OF THE FTP FILES. WEEKENDS AND LEGAL HOLIDAYS SHALL NOT BE CONSIDERED WORKING DAYS.																															
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<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>																											
<b>SIGNATURE OF BIDDER (MUST BE SIGNED)</b>																															

SOLICITATION AMENDMENT TEXT	INVITATION TO BID	
NUMBER: 2238899 OPEN DATE: 04/15/10      TIME: 10:00 AM T-NUMBER:	BIDDER:	PAGE  2

ORIGINALLY ISSUED AS ADDENDUM 1.

ALL VENDOR QUESTIONS ARE VERBATIM

QUESTION:

IS IT ONE JOB THAT RUNS 845 MASTER A MONTH, A SEMI-MONTHLY JOB THAT RUNS 820 TWICE A MONTH OR DAILY JOBS THAT RUN AN AVERAGE OF 30 PER DAY?

ANSWER:

CURRENTLY 25 FILES ARE SENT TO THE FICHE VENDOR VIA FTP MONTHLY. EACH FILE CONTAINS A SPECIFIC REPORT FOR THE MONTH. IN ADDITION TO THE MONTHLY FILES, 7 ADDITIONAL FILES (32) TOTAL ARE SENT 'AS OF 8/14'. IN ADDITION TO THIS, 4 ADDITIONAL FILES (36) TOTAL ARE SENT FOLLOWING THE ANNUAL CLOSE, USUALLY IN SEPTEMBER. THE VENDOR WILL RECEIVE 14 TRANSMISSIONS, 12 MONTHLY, 1 FOLLOWING 8/14, AND 1 ANNUAL FILE USUALLY IN SEPTEMBER. CURRENTLY 17 OF THE FILES ARE DUPLICATED (A SECOND SET IS MADE).

QUESTION:

ARE THERE MORE THAN ONE DELIVERY POINT? IF SO, HOW MANY?

ANSWER:

THERE IS ONE DELIVERY POINT.  
DOA/OSRAP  
CLAIBORNE BLDG. - SUITE 6-130  
1201 NORTH 3RD STREET  
BATON ROUGE, LA 70802

QUESTION:

ARE YOU TALKING ABOUT ADJUSTING THE UNIT PRICE OR THE EXTENDED TOTAL TO ACCURATELY REFLECT THE NUMBER OF FICHE RAN?

ANSWER:

THE COST IS BASED ON 'PER SHEET' OF FICHE. IF THE COST FOR FICHE IS \$1.00 PER SHEET AND THERE ARE 100 SHEETS TOTAL THEN THE COST WILL BE \$100.00. IF THE FOLLOWING MONTH THERE ARE 110 SHEETS TOTAL THEN THE COST WILL BE \$110.00. A SHEET IS DESCRIBED IN THE STATEMENT OF REQUIREMENTS NUMBER 1.3.

QUESTION:

HOW OFTEN WILL THE JOB BE SENT TO SUCCESSFUL VENDOR (DAILY, WEEKLY, MONTHLY)?

ANSWER:

THE FILE WILL BE SENT ELECTRONICALLY VIA FTP. THERE WILL BE 12 MONTHLY FILES SENT TO THE VENDOR BEFORE THE 10TH OF EACH MONTH. TWO (2) SPECIAL FILES WILL BE SENT ANNUALLY, APPROXIMATELY THE 3RD WEEK OF AUGUST AND SEPTEMBER RESPECTIVELY. THERE WILL BE A TOTAL OF 14 MONTHLY FILES. SUCCESSFUL VENDOR WILL INCUR THE EXPENSE OF SENDING THE FICHE TO OSRAP. REFERENCE ADDENDUM NO. 1, DATED APRIL 8, 2010. (TURNAROUND TIME REMAINS THE SAME AS IN THE ORIGINAL SOLICITATION. REF. 2.0 SCHEDULE OF SERVICES, 2.1 TURNAROUND.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM DOES NOT CAUSE YOU TO REVISE YOUR BID, YOU SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY IDENTIFYING YOUR BUSINESS NAME AND BY SIGNING WHERE INDICATED. YOU MAY RETURN THIS ACKNOWLEDGEMENT BY MAIL TO: OFFICE OF STATE PURCHASING, P.O. BOX 94095, BATON ROUGE, LA. 70804-9095 OR BY HAND DELIVERY OR COURIER TO: OFFICE OF STATE PURCHASING, 1201 N. 3RD ST., SUITE 2-160, BATON ROUGE, LA. 70802, OR BY FAX TO: (225) 342-8688. THE STATE RESERVES THE RIGHT TO REQUEST A COMPLETED ACKNOWLEDGEMENT AT ANY TIME. FAILURE TO

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NUMBER: 2238899	TIME: 10:00 AM	BIDDER:	PAGE 3
OPEN DATE: 04/15/10			
T-NUMBER:			

EXECUTE AN ACKNOWLEDGEMENT SHALL NOT RELIEVE THE BIDDER FROM COMPLYING WITH THE TERMS OF THE BID.

ADDENDUM ACKNOWLEDGED/NO CHANGES:

FOR:\_\_\_\_\_ BY:\_\_\_\_\_

REVISION: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM REQUIRES YOU TO REVISE YOUR BID, YOU MUST INDICATE ANY CHANGE(S) BELOW, IDENTIFY YOUR BUSINESS NAME AND SIGN WHERE SHOWN. REVISIONS SHALL BE DELIVERED PRIOR TO BID OPENING IN A SEALED ENVELOPE MARKED WITH THE SOLICITATION NUMBER AND BID OPENING DATE AND TIME, EITHER BY MAIL TO: OFFICE OF STATE PURCHASING, P.O. BOX 94095, BATON ROUGE, LA 70804-9095, OR BY HAND DELIVERY OR COURIER TO: OFFICE OF STATE PURCHASING, 1201 N. 3RD ST., SUITE 2-160, BATON ROUGE, LA. 70802, OR BY FAX TO: (225) 342-8688. ELECTRONIC TRANSMISSION OTHER THAN FAX ARE NOT ACCEPTED AT THIS TIME.

REVISION RECEIVED AFTER BID OPENING SHALL NOT BE CONSIDERED AND YOU SHALL BE HELD TO YOUR ORIGINAL BID.

REVISION:

FOR:\_\_\_\_\_ BY:\_\_\_\_\_

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